

Dalton Parish Council

Minutes of the Finance & Employment Committee Meeting of 6th July 2023 held at Dalton Parish Hall

Members: M Bray (Chair), C Malia, S Pickering, D Pickering and J Workman

In Attendance: J Holsey (Clerk) and R Chico (Clerk)

400 To elect the Chairperson for 2023-24

Resolved: that Cllr M Bray is appointed Chairperson for 2023-2024

401 To elect the Vice- Chairperson for 2023-2024

Resolved: that Cllr C Malia is appointed Vice Chairperson for 2023-2024

402 To receive apologies for absence given in advance of the meeting

Councillor R Gleadhall

403 To consider approval of reasons given for absence

Resolved: that the reasons for absence be approved

404 To receive any declarations of interest on items to be discussed on the agenda

None

405 To approve the minutes of the Finance & Employment Committee meeting held on
30th March 2023

Resolved: The minutes were accepted as a true record

406 To resolve if members of the press and public are to be excluded from any agenda
items of the meeting due to the nature of the business to be transacted under Public
Bodies (Admission to Meetings) Act 1960, S1 (2))

Resolved: - that the press and public are excluded from agenda item 10 in relation to
staffing.

407 To receive a verbal update from the clerk regarding matters from previous meeting

Items on agenda

408 To consider financial matters and agree further action where necessary including: -

408 .1 Bank Reconciliation's including Combined Bank Reconciliation for 31st May
2023



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Resolved: - That the Bank Reconciliation figures are approved, and bank statements signed

408.2 To confirm spend from Earmarked reserves (CILS monies) for Ruby Cook Play area flooring and new play equipment

Resolved:- That spend is approved from 19/20 and 20/21 CILS Earmarked Reserves

408.3 Confirmation of payment schedules for 1st March 2023 to 31st May 2023

Resolved: - That the payment schedules for 1st March 2023 to 31st May 2023 are received

408.4 Confirmation of receipt schedules for 1st March 2023 to 31st May 2023

Resolved: - That the receipt schedules for 1st March 2023 to 31st May 2023 be received

408.5 Detailed income and expenditure to 31st May 2023

Members had been provided with the income and expenditure report prior to the meeting.

Resolved: - That the income and expenditure information is received. CILS income of £17,374 was noted. Total Income YTD £123,428, expenditure £35,528 with transfer to earmarked reserves £17,734 (CIL Money), leaving underspend of £70,525. All income and cost code expenditure was noted.

408.6 To receive debtor information (given verbally at the meeting)

Presently 4 debtors totalling £878.00. The debtor of concern has been keeping to the agreed repayment programme.

408.7 To appoint 2 members to undertake the internal control

Resolved:- that Cllr Bray and Cllr Malia undertake the internal review

409 To consider, discuss and agree further action where necessary regarding staffing matters including: -

409.1 Sickness

None

409.2 To note retirement of relief caretaker at Sunnyside Community centre with effect from August 2023

Noted

409.3 To consider options to replace relief caretaker at Sunnyside Community Centre with effect from August 2023



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Resolved: that the caretaker from a neighbouring parish be approached to cover the position on a sub-contract basis

409.4 Subject to the decision above, agree hours, person spec, job spec, job advert and where to advertise. Agree interview dates and appoint 2 councillors to the interview panel with the 2 clerk's

Item deferred pending discussions in 409.3 above, to be referred to Full Council should the position need to be advertised

409.5 To receive an update regarding the staff fire training course

Update provided and councillors advised staff will need to refresh the training every 2 years

410 To notify the Parish Clerk of matters for inclusion on a future agenda

Councillors advised to notify the clerk

411 To note the date of the next meeting: -

7th September 2023

The meeting was closed at 19.15 pm

Chairperson.....  Date 7th September 2023